

20 OCT 1961

Assistant for Coordination/DCI

CIA Records Administration Officer

Records Survey

25X1 1. As requested by the Administrative Officer/DCI, Mr. [redacted] of this Staff performed a records survey for the immediate Office of the Assistant for Coordination and the Coordination Staff.

2. This survey resulted in a complete records inventory, development of Records Control and Vital Material Deposit Schedules, the installing of a subject-numeric file system and the preparation of a special file index that will afford uniform coding, accurate filing and speedy retrievability of desired files.

3. The Records Control and Vital Material Deposit Schedules are very important documents. In addition to describing records under your custody the Records Control Schedule permits the destruction of non-permanent records after a designated period of time, and requires the preservation of those records that qualify as permanent. The Vital Material Deposit Schedule describes materials selected as absolutely essential in carrying out your war time operations, and establishes frequency for transferring these files to a safe repository in a non-target area.

4. Although the records holdings of your office are small, this survey permitted the retirement of 4 cubic feet of records and the destruction of 1½ cubic feet.

25X1 5. We appreciate the splendid cooperation given to us by [redacted] of your office.

6. Please do not hesitate to call on us if we can be of any further assistance.

25X1 [redacted]

Attachments:

Records Control Schedule  
Vital Materials Deposit Schedule  
Index Cards

25X1 DDS/RMS/RS&DE [redacted]

(20 Oct. 1961)

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## RECORDS MANAGEMENT PROGRAM

# RECORDS CONTROL SCHEDULE FOR THE

25X1

ASSISTANT FOR COORDINATION/DCI

FOG	1	REV DATE	4-4-81	BY	
GRS	5	REV	30	TYPE	11
ORIG	5	REV	9	REV CLASS	C
JULY	22	LAST REV	2011	ANAL	IN 10-9



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RECORDS DISPOSITION AUTHORITY

Records Control Schedules for the Office of  
Assistant for Coordination/DCI and the Coordination  
Staff are approved and authority hereby given to  
implement the disposition instructions contained  
therein.

Prepared and Reviewed by:

Approved:

X1

[Redacted Signature Box]

Records Management Analyst

20 Oct. 1961  
Date

25X1

[Redacted Signature Box]

CIA Records Administration Officer

20 Oct 1961  
Date

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RECORDS CONTROL SCHEDULE 5  
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100050001-7 . 04

OFFICE, DIVISION, BRANCH

AC/DCI

SCHEDULE NO.

25X1  
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AC/DCI 23 Dec 61

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>ASSISTANT FOR COORDINATION/DCI SUBJECT FILE</p> <p>Consists of correspondence and memoranda reflecting the Administrative and Coordinating functions of the Office of Assistant Chief for Coordination/DCI</p> <p>a. Administrative File</p> <p>These files consist of records used in administering the office. Included are such subjects as Building and Grounds, Equipment and Supplies, Personnel, Security, Training and Travel.</p> <p>b. Coordination Files</p> <p>These files contain records involved in the operation of coordinating Intelligence activities. Included are such subjects as Briefings, Collection, Dissemination, Organization and Management and operational policy materials.</p>	<p>1.</p> <p>.4</p>	<p>Temporary. Transfer to inactive files at end of calendar year. Destroy when two (2) years old.</p> <p>Temporary. Cut off at end of three (3) years. Transfer to Records Center. Destroy after five (5) years.</p>
2	<p>INTELLIGENCE DIRECTIVES</p> <p>This file consists of one copy of all current National Security Council Intelligence Directives and Director of Central Intelligence Directives.</p>	.1	Temporary. Destroy when revised or superseded.

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3	<p><b>JOINT STUDY GROUP FILES</b></p> <p>Consists of the following materials pertaining to the operation of the Joint Study Group on Foreign Intelligence Activities of the U. S. Government</p> <p>a. Joint Study Group Report on Foreign Intelligence Activities of the U. S. Government dated 15 December 1960.</p> <p>Final report prepared after extensive briefing and study conducted both in the United States and abroad. This report containing 43 recommendations was approved by the President of the United States.</p> <p>b. Joint Study Group Recommendations File</p> <p>This file contains correspondence pertaining to the recommendation contained in JSG Report of Foreign Intelligence Activities that each Agency is responsible for implementing.</p> <p>These are case filed by Agency</p> <p>(1960 - Current)</p> <p>c. Joint Study Group Status Reports</p> <p>These files contain semi-annual and special reports on actions taken to implement JSG recommendations.</p> <p>Filed in Agency folder.</p>	<p>.1</p> <p>.2</p> <p>.2</p>	<p>Permanent. Retain in office area as long as needed for operational purposes. Transfer to Records Center for permanent retention when no longer needed in office.</p> <p>Permanent. Retain in office area as long as needed for operational purposes. Transfer to Records Center for permanent retention when no longer needed in office.</p> <p>Permanent. Retain in office area as long as needed for operational purposes. Transfer to Records Center for permanent retention when no longer needed in office.</p>
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4	<p>CHRONO FILE</p> <p>This file consists of extra copies of correspondence and memoranda originating in the Office of the Assistant Chief for Coordination.</p>	.2	Temporary. Transfer to inactive file at end of calendar year. Destroy one year later.
5	<p>CABLE FILE</p> <p>This file contains one copy of each incoming and outgoing cable pertaining to Coordination matters.</p>	.5	Temporary. Retain indefinitely only those copies which have been designated as needed for background.
6	<p>USIB FILES</p> <p>This file contains copies of USIB agenda, minutes and USIB Directives that do not pertain to Coordination Staff.</p>	2.	Temporary. Destroy after one year old.
7	<p>REFERENCE FILES</p> <p>These files contain materials needed for background and reference purposes. Included is the National Security Act of 1947.</p>	.1	Temporary. Destroy when revised, superseded or no longer needed.
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# RECORDS CONTROL SCHEDULE

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SCHEDULE NO.

12.04-1

CONCURRENCE

OFFICE, DIVISION, BRANCH

STAFF/AC/DCI

25X1

SIGNATURE

TITLE

DATE

AC/DCI

23 Dec 1961

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>STAFF SUBJECT FILE</p> <p>Consists of correspondence, forms and other documents reflecting the administrative and coordinating functions carried on by the Coordination Staff.</p> <p>a. Administrative File</p> <p>These files include such subjects as: Personnel, Training, Security, Equipment and Supplies and other administrative subjects.</p> <p>b. Coordination Files</p> <p>These files consist of Joint Study Group material, policy, background information recommendations and reports.</p>	<p>1.5</p> <p>1.</p>	<p>Temporary. Destroy after 2 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center; hold for one year and destroy.</p> <p>Temporary. Screen files annually. Retire to Records Center material 5 years old. Review retired material in 5 years for possible destruction.</p>
2	<p>USIB FILES</p> <p>a. USIB Files - General</p> <p>Consists of copies of agenda, minutes, lists of membership, index to USIB-D's IAC background, etc.</p>	<p>.3</p>	<p>Temporary. Agenda, Minutes, List of members retain 1 year and then destroy. Retain background material until no longer needed.</p>

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	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100050001-7		
	b. Committee Files	4.7	Temporary. Destroy agenda and minutes after 6 months. Retain remainder of file as long as needed by Staff.
3	DCID and NSCID Files		
	a. Consists of 3 copies of each published DCID and NSCID.	.3	Temporary. Destroy when revised.
	b. DCID Background File - Consists of working papers and drafts for published DCID's.	1.7	Permanent. Destruction not authorized. Transfer to Records Center portion no longer needed for reference.
	c. NSCID Background File - Consists of working papers and drafts for 1957-58 revision of NSCID's.	.3	Temporary. Destroy when no longer needed for reference purposes.
4	NIE and SNIE FILE		
	Consists of one copy of each current NIE and SNIE used for reference purposes.	1.7	Temporary. Destroy upon receipt of revised copy.
5	USIB REPORT ON ESTIMATED FOREIGN INTELLIGENCE COSTS (FY 1959)		
	Consists of background information, working papers and final reports on Estimated Foreign Intelligence Costs.	1.7	Temporary. Destroy extra copies. Retain 1 copy and background papers in the Coordination Staff for 3 years; then transfer to Record Center for 2 additional years and destroy.
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6	<p><b>JSG BACKGROUND FILES</b></p> <p>These files include correspondence and memoranda pertaining to the Joint Study Group on improvement of Foreign Intelligence Coordination Activities.</p> <p>a. Administration - Consists of basic papers, studies, minutes of JSG meetings, working papers, briefings, etc.</p> <p>b. Reference - Consists of JSG background material such as minutes of meetings, working papers, publications, etc.</p>	<p>1.9</p> <p>5.3</p>	<p>Temporary. Transfer to Records Center. Review in 2 years for possible destruction.</p> <p>Temporary. Transfer to Records Center. Review in 2 years for possible destruction.</p>
7	<p><b>SI FILE</b></p> <p>a. Consists of minutes, annexes and correspondence pertaining to JSG.</p> <p>b. Consists of USIB (Spec. Intell.) files. These files include C, E, D and Elint papers, pertinent to Coordination Staff operations. They also include special annexes to minutes and Staff reading file.</p>	<p>1.4</p>	<p>Temporary. Retire extra copies to Records Center. Hold for 5 years and review for possible destruction.</p> <p>Temporary. Destroy when no longer needed for current operations.</p>
8	<p><b>CHRONO FILE</b></p> <p>Consists of copies, memoranda and correspondence prepared by this Staff.</p> <p>(1956 - Current)</p>	<p>.4</p>	<p>Temporary. Destroy when 2 years old. Retire 1956-1959 files to Records Center. Review in 2 years for possible destruction.</p>

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